

# CWC 'How to' – How to upload audio/videos files

## Before you begin:

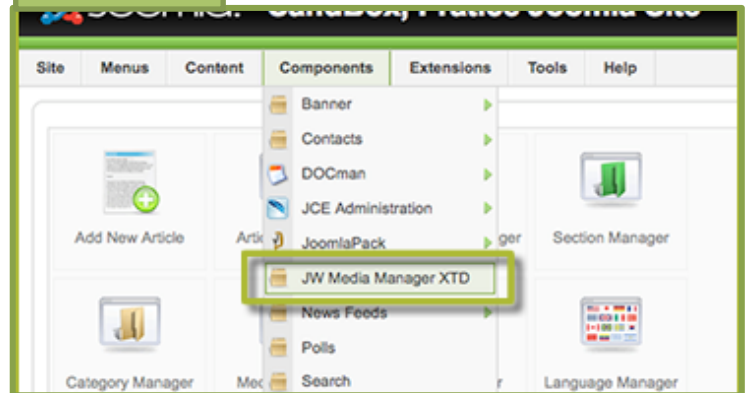
If uploading audio or video files, always remember to keep your file size below **20Mb**.

Since the server that host our campus and department websites isn't a true 'Media server'; it doesn't have the ability to 'buffer' audio/video files. If a file is too big, the audio/video may slow down or stop completely while playing.

If you have a project that is larger than **20Mb** and you want to be able to maintain the finished product's appearance (i.e. reducing the size of a movie also reduces the resolution and size); consider dividing your movie in half creating a 'Part 1' and 'Part 2'.

For more information, please visit our Web PR resource pages at <http://bit.ly/webprlevel2> and <http://bit.ly/webprlevel3>

## Step 1



Log into the back-end or administrator side of your site.

The 'JW Media Manager XTD' component must be installed before you upload any audio or video file.

1. Click on Components/JW Media Manager XTD

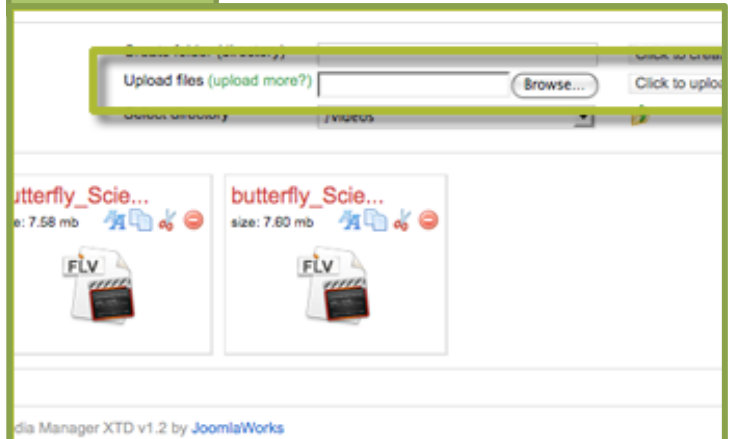
## Step 2



In the 'JW Media Manager XTD' window locate the correct folder.

- If you are uploading audio files, locate and open the 'audio' folder.
- If you are uploading videos files, locate and open the 'videos' folder.

## Step 3



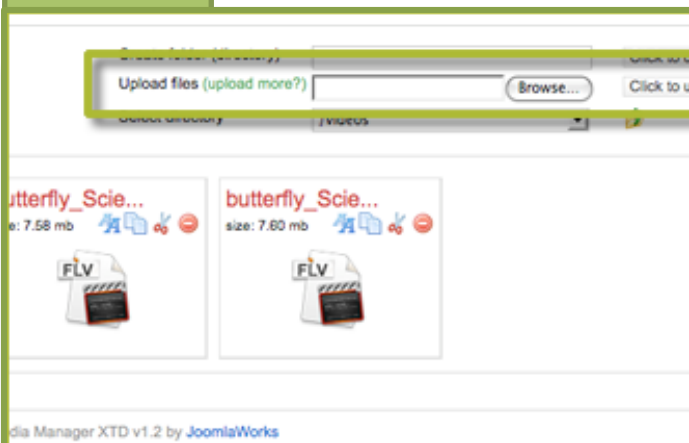
Upload your file by clicking on the '**Browse**' button.

It is highly recommended that you convert your audio files to MP3's and your video files to FLVs before uploading.

To learn how to convert a file using WinFF, please view our WinFF video tutorial at <http://bit.ly/convertWinFF>

## Continued, How to upload audio/video files...

### Step 4



In the audio or video folder:

1. Click the '**Browse**' button and locate your file
2. Click on the '**Click to Upload**' button
3. Once this is completed, your file should appear in the directory listing

### Supported File Formats -

Below is a table describing the supported audio/video formats, paths and Joomla! tag to enter within your content articles:

Audio/Video Format	Audio/Video folder	Actual file path	AllVideos tag to enter in Joomla!
FLV	images/stories/videos	images/stories/videos/tomato.flv	{flv}tomato{/flv}
MP3	images/stories/audio	images/stories/audio/spinach.mp3	{mp3}spinach{/mp3}
SWF (flash)	images/stories/videos	images/stories/videos/squash.swf	{swf}squash{/swf}
WMV (Windows Media Video)	images/stories/videos	images/stories/videos/celery.wmv	{wmv}celery{/wmv}
WMA (Windows Media Audio)	images/stories/audio	images/stories/audio/cucumbers.wma	{wma}cucumbers{/wma}
MOV (Quicktime Video)	images/stories/videos	images/stories/videos/pepper.mov	{mov}pepper{/mov}
MP4 (H.264 Video)	images/stories/videos	images/stories/videos/onion.mp4	{mp4}onion{/mp4}
3GP Video	images/stories/videos	images/stories/videos/corn.3gp	{3gp}corn{/3gp}
DivX Video	images/stories/videos	images/stories/videos/broccoli.divx	{divx}broccoli{/divx}